



## INSTRUCTIONS

### APPLICATION FOR APPROVAL OF CONTINUING EDUCATION COURSES

- The Ohio Vision Professionals Board is required by law to review and approve all continuing education course applications. Please read all instructions, complete the attached application form and submit two (2) copies to:

Ohio Vision Professionals Board  
77 South High St. 16<sup>th</sup> Floor  
Columbus, OH 43215-6108

- If you would like notification of receipt of the application, please provide an e-mail address.
- Applications must be received no later than 60 days prior to the date of the proposed course. Two copies of each application and all documents listed below must be submitted with the application.
- Applications must include the following information: (Incomplete applications will be returned.)
  - Outline of the course
  - Speaker's credentials
  - Course objectives
  - Number of hours and course type (Spectacle/Contact Lens/Management/ Ocularist/Ocularist with infection control) requested for each course
  - Name, address and contact phone numbers of sponsoring organization
  - Course title, dates, fees and locations of each offering
- Approval of hours will be granted based on academic hours.
  - One academic hour=48-60 minutes.
  - NOTE: Credit hours will be awarded based on the hours and course type requested. If you have questions about what educational material is appropriate for each course type, see reverse side.
- Approval will not be granted to:
  - Courses designed to promote commercial products or services
  - Courses open only to employees or associates of the sponsoring entity
  - Courses with content not pertinent to the study of Opticianry or Ocularistry
- Sponsors must submit a master list of attendees within 30 days of the approved course to the address above.
- Until approved by the Board, courses shall be advertised as:
  - Pending approval by the Ohio Vision Professionals Board for Continuing Education Credits

### COURSE CONTENT WILL BE APPROVED IN ACCORDANCE WITH THE FOLLOWING INFORMATION.

### **Spectacle Courses**

Courses directly related to the responsibilities of an Optical Dispenser which may include but are not limited to:

- Lensometry
- Lifestyle dispensing
- Product knowledge
- Manufacturing, adjusting and fitting optical aids
- Measuring of multi-focal
- Pupillary distance
- Optical theory

### **Spectacle Contact Dispensing**

- Identifying a contact lens prescription that meets the requirements of the law;
- Basic anatomy and physiology of the eye;
- Differentiating lens types, lens materials and lens modalities;
- Patient education regarding care and use of prepackaged soft contact lenses;
- Identifying circumstances that may require referral to a contact lens licensed optician or to a doctor.

### **Contact Lens Courses**

Courses directly related to the responsibilities of a Contact Lens Dispenser which may include but are not limited to:

- Dispensing techniques, wearing schedules
- Types of contacts and lens design
- Modifications
- Chemical Solutions
- Radiuscope, keratometer, slit lamp
- Product knowledge
- Problem solving

### **Ocularist Courses**

Courses directly related to the responsibilities of an Ocularist which may include but are not limited to:

- Fitting, fabrication and modification of an ocular prosthesis
- Nomenclature of the eye, structure or orbit
- Applied communicable disease

### **Management Courses**

Courses directly related to the management responsibilities of a Spectacle or Contact Lens Dispenser and/or Ocularist which may include but are not limited to:

- Business management
- Personnel
- Record keeping
- Decision making
- Organization skills
- Marketing
- Motivational management



## Ohio Vision Professionals Board

Multi-media presentations less than an academic hour must be further supported by other means to qualify for the approval. The Board may request a copy of the multi-media presentation for review prior to approval.

Programs must be available to all Ohio Licensed Dispensing Opticians and/or Ocularists. Names and addresses of licensed Opticians and Ocularists may be obtained via e-mail from the Board office.



APPLICATION FOR CONTINUING EDUCATION APPROVAL

Two (2) complete copies of the application must be submitted 60 days prior to the seminar. Incomplete applications will be returned.

THIS FORM MAY BE DUPLICATED FOR MULTIPLE COURSES. EACH FORM MUST INCLUDE THE TIME FRAME AND THE CREDIT HOURS REQUESTED.

SPONSOR INFORMATION

SPONSOR NAME CONTACT ADDRESS STREET e-mail CITY STATE ZIP PHONE ( )

REGISTRATION INFORMATION

PROGRAM LOCATION ADDRESS CITY STATE ZIP

REGISTRATION PHONE ( ) FEES

PROGRAM INFORMATION (Attach speaker's credentials and course outline)

PROGRAM TITLE SPEAKER LOCATION DATE COURSE START TIME COURSE END TIME TOTAL MIN./HR

Method of Presentation (Panel, Lecture, Etc.)

Has this exact same course been previously approved by the Board? Yes No

If response is "Yes", please provide date of original approval

Table with 3 columns: Course Type, Hours Requested, Hours Approved. Includes checkboxes for Spectacle, Contact Lens, Ocularist, etc.

For Office Use Only REVIEWER: DATE: COMMENTS:

The following have been included with this application:

- Two (2) complete copies of the application Speaker's credentials Requested Course Type/Hours Course outline with start and end times.